**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_**

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** The main document does not contain the same text or graphics for each merged document.

**T F 2.** The data source is a file that contains the information to be merged into a document, for example, names and addresses.

**T F 3.** Mail merge fields are inserted in a document using a data source file.

**T F 4.** It is a good practice to check for errors before completing the merge process.

**T F 5.** Word makes it easy to use an existing list of recipients in a new mail merge document.

**T F 6.** The Address Block will also include the Greeting Line.

**T F 7.** The edit recipient’s list allows you to make changes to the list of recipients and decide which one will receive your letter.

**T F 8.** Fields correspond to the column heading in the data file.

**T F 9.** Word generates a copy of the main document for reach record when you perform a mail merge.

**T F 10.** You cannot preview a document before merging.

**289**

**Multiple Choice**

**Select the best response for the following statements. Place the letter of the correct answer on the blank provided.**

**\_\_\_\_\_\_\_1.** Which tab contains the commands used to perform mail merges?

**a.** Merge

**b.** Mailings

**c.** Mail Merge

**d.** Insert

**\_\_\_\_\_\_\_2.** What is the first step in performing a mail merge?

**a.** Set up the main document

**b.** Insert merge fields

**c.** Preview the results

**d.** Select the recipients

**\_\_\_\_\_\_\_3.** Which type of document can be merged with a data source file?

**a.** Letter

**b.** Label

**c.** Envelope

**d.** All of the above

**\_\_\_\_\_\_\_4.** Which is NOT an option for selecting a list of recipients for the mail merge?

**a.** Download from an online directory

**b.** Type a new list

**c.** Use an existing list

**d.** Use your Outlook contacts

**\_\_\_\_\_\_\_5.** To merge information into your main document, you must first connect the document to a(n)

**a.** Address validator

**b.** Form letter

**c.** Data source

**d.** Website

**\_\_\_\_\_\_\_6.** When mail merge fields have been inserted into a document, Word will automatically replace them with information from a data source when the

**a.** Main document is saved

**b.** Recipients are selected

**c.** Merge fields are inserted

**d.** Mail merge is performed

**\_\_\_\_\_\_\_7.** Mail merge fields are enclosed by

**a.** Quotation marks (“ “)

**b.** Chevrons (<< >>)

**c.** Apostrophes (‘ ‘)

**d.** Brackets ([ ])

**\_\_\_\_\_\_\_8.** When previewing the mail merge document, Word replaces the merge fields with

**a.** Sample data

**b.** Blank spaces

**c.** Actual data

**d.** Highlighted headings

**\_\_\_\_\_\_\_9.** When a user selects the Current Record under the Finish & Merge menu, which document will appear in a new document screen?

**a.** All documents

**b.** From where your insertion point is placed in the main document

**c.** Records 1 and 3

**d.** It will not appear in a new document screen.

**\_\_\_\_\_\_\_10.** When you save the main document, you also save

**a.** All the data in an Excel spreadsheet

**b.** Any other open file

**c.** The default return address for Word

**d.** Its connection to the data file